
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|------------------------------|---|-------------------------|
| 6218 | SPAHRs MAINTAIN EMPLOYEE PAYROLL INFORMATION | Date Revised: 5/12/2020 |
| | | Version: 11 |

Table of Contents

| | |
|--|----|
| Objective..... | 3 |
| Outcome | 3 |
| Maintain Deductions Option | 3 |
| Maintain Payroll Information..... | 4 |
| Maintain Deductions Options | 4 |
| Add Deduction: Insurance | 8 |
| Add Deduction: Debt Deduction | 9 |
| Add Deduction: Miscellaneous | 11 |
| Maintain Payroll Information Browses | 13 |
| Browse Direct Deposits by Status..... | 13 |
| Reset Initial Deduction Indicator | 15 |
| Browse Direct Deposit by SSN (DFA function only) | 17 |
| Mass Change - Specific Deduction | 18 |
| Maintain Federal Taxes..... | 19 |
| Federal Income Tax (FIT)..... | 20 |
| Social Security Tax (FICA) | 23 |
| Medicare Income Tax (MCARE) | 26 |
| Maintain State Taxes | 28 |
| Browse Retirement Programs | 31 |
| Direct Deposits..... | 34 |
| Mass Changes for ABA Transit Numbers (DFA Only) | 36 |
| Maintain Employee/Worker Eligibility Information | 38 |

Objective

Develop an understanding of employee/worker eligibility sequence number (ESN), payroll deductions, taxes, and deposits options available to employees.

Outcome

Obtain the ability to access necessary menus and eligibility sequence number (ESN), record payroll deductions, tax filing status, and direct deposits are added or modified.

Maintain Deductions Option

The Employee Payroll Information function of SPAHRS includes all data used to establish deductions for each employee and also to setup the desired deposit option. This function is located in the Employment process of Human Resources and is performed at the time an employee is hired as well as when it is necessary to make changes. Deductions include three categories: insurance, debt deductions, and miscellaneous (deferred compensation, mediflex, credit union, etc.)

An employee's retirement plan is entered in the Position process of Human Resources, as it is linked to a position and not an individual. The actual retirement deductions are then calculated by the system and do not have to be entered. However, there are occasions when the Retirement record may need to be added back, modified, or expired.

| KEY CONCEPTS | DESCRIPTION |
|----------------------|---|
| Insurance | Includes state health and state life insurance. |
| Debt Deductions | Includes garnishments, bankruptcy payments, child support, IRS levies, health scholarship repayments, etc. |
| Eligibility Sequence | A code assigned to each employee identifying the type of employee, benefit entitlements, and tax participation. |
| Miscellaneous | Includes deferred compensation, mediflex and careflex, credit union, employee clubs, and flower funds. |
| Direct Deposit | Employee's pay can be directly deposited into a designated bank account by the state. |
| ABA Transit Number | The transit code (routing number) identifying the bank to which the direct deposit is made. |
| FIT | Federal Income Tax withholding information. |
| MSIT | Mississippi Income Tax withholding information. |

Maintain Payroll Information

Maintain Deductions Options

The Maintain Deductions option within the Employment process provides a means to add, change, view, or end payroll deductions for each employee. There are three categories of deductions currently being used in SPAHRS: Insurance, Debt Deductions, and Miscellaneous. Miscellaneous deductions include items such as deferred compensation, mediflex and careflex, credit union, employee clubs and flower funds. Retirement is not included in these deductions; it is treated as a tax in SPAHRS and is discussed later in this section.

All three categories are accessed from the same menu option and browse selection screen. The Maintain Deductions screen has two panels.

| Your Action ... | System Response ... |
|--|----------------------------------|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHIMAINU PHIMAINM Employment Menu 10:26 AM

```

| Code | Description | FastPath |
|------|---|----------|
| EP | Maintain Employee with PIN | MEWP |
| EE | Maintain Worker Within WIN | MEWW |
| ME | Maintain Employee/Worker Information | MEWI |
| MP | Maintain Payroll Information | MPAY |
| PA | Process Performance Appraisal | PPAS |
| R1 | Miscellaneous Reports Menu1 | MPR1 |
| R2 | Miscellaneous Reports Menu2 | MPR2 |
| MB | Miscellaneous Browsers | MPBR |
| MT | Miscellaneous Employee Maintenance Programs | EMP |
| - | | |

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Quit

| Your Action ... | System Response ... |
|--|--|
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHIMAINU PHIMAINM Maintain Payroll Information Menu 10:27 AM

```

| Code | Description | FastPath |
|------|---|----------|
| MD | Maintain Deductions | DEDU |
| FT | Maintain Federal Taxes | FTAX |
| MS | Maintain State Tax | STAX |
| DD | Direct Deposit | DRDE |
| BR | Browse Retirement Programs | RETP |
| MC | Mass Changes for ABA Transit Numbers | MABA |
| MI | Maintain Employee/Worker Eligibility Info | MEEI |
| PI | Maintain Payroll Information Browsers | |
| ED | Mass Change - Specific Deduction | |

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

| Your Action ... | System Response ... |
|---|---|
| 3. Choose MD (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Deductions screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDE2B PHOMDE1M Maintain Deductions 10:47 AM
1 more >
Actions: (D,M)
*Agency: 0888 *SSN: 111111111 TESTER, TEST ELLEN
Tax Id: _____

```

| Act | Ded | Cd | Description | Seq# | Stat | Effective Date | Expiration Date |
|---------------------|-----|----|-------------|------|------|----------------|-----------------|
| *** End of Data *** | | | | | | | |

```

Add Deduction: Insurance _ Savings Bond Debt Deduction _ Miscellaneous _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit

```

| Your Action ... | System Response ... |
|-----------------|--------------------------------|
| 4. Press F11. | The second screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDE2B PHOMDE1M Maintain Deductions 10:48 AM
< 1 more
Actions: (D,M)
*Agency: 0888 *SSN: 111111111 TESTER, TEST ELLEN
      Tax Id: _____
              Accu Bond   Suspend   Coverage   Coverage
Act Ded Cd Deduc.Amt Amount   Until Date. Effect Dt   End Date Stat Seq#
-----
*** End of Data ***

Add Deduction: Insurance _ Savings Bond   Debt Deduction _ Miscellaneous _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd           Left Right Quit

```

| Your Action ... | System Response ... |
|---|---|
| 5. Enter the following information: *Agency: The agency code XXXX. *SSN: The Social Security Number of the employee or the Tax ID: the identification number of the contract worker having deductions added or modified. | |
| 6. Press ENTER. | If the employee has any current deductions, they will appear in the middle of the screen with Deduction Code, Description, Sequence Number, Status, Effective Date, Expiration Date, Deduction Amount, Bond Accumulated Amount, Suspend Until Date, Coverage Effective Date, and Coverage End Date. The bottom portion of the screen is used to add additional deductions. |

| Your Action ... | System Response ... |
|--|---|
| 7. To view a specific deduction for the employee or contract worker, enter Display and press ENTER. | The appropriate deduction screen will be displayed. |

| Your Action ... | System Response ... |
|--|--|
| 8. To modify a specific deduction, enter Modify and press ENTER. | The appropriate deduction screen will be displayed for modification. |
| 9. To add a deduction for that employee or worker, choose Add or Yes in the appropriate category listed at the bottom of the screen: Insurance, Debt Deduction, or Miscellaneous; and press ENTER. | The requested screen will appear. |

Add Deduction: Insurance

The Insurance Deduction screen is used to add a payroll deduction for insurance.

| Your Action ... | System Response ... |
|---|---|
| 1. Enter Add or Yes in the Insurance blank at the bottom of the Maintain Deductions screen and press ENTER. | The Insurance Deduction screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDE2D PHOMDE2M Insurance Deduction 10:49 AM

Action: A (A,D,M,C)

*Agency: 0888 SSN: 111111111 TESTER, TEST ELLEN
Tax Id:
*Deduction Code: _____
Sequence Number: 1_ of Status: A
Pre-Tax: 1 of

Monthly Deduction Amt: _____ Suspend From Date: _ _ _
Account Number: _____ Suspend To Date: _ _ _
Group Number: _____ *Initial Deduction: _
Deduction Effective Date: _ _ _
Deduction End Date: _ _ _

Deduction Comments: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit

```


| Your Action ... | System Response ... |
|--|---|
| <p>2. Enter the following information:</p> <p>*Deduction Code: A code denoting the type of insurance coverage being added.</p> <p>Sequence Number: The system will assign a sequential sequence number for each type of deduction.</p> <p>Status: Defaults to Active status.</p> <p>Pre-Tax: Indicates if the deduction is pre-tax and the effective dates for the deduction.</p> <p>Monthly Deduction Amt: The amount entered should be the monthly premium amount. For state health and life insurance SPAHRS will prompt the amount to be entered.</p> <p>Suspend From: Used if the deduction will not be taken during a given period of time.</p> <p>Account Number: The individual's account number if known.</p> <p>Suspend To Date: Used if the deduction will not be taken for a given period of time.</p> <p>Group Number: Group number for the insurance coverage.</p> <p>*Initial Deduction: Numerical code used to indicate the number of monthly premiums to be deducted. (Press F1 in this field to display the codes to be used.)</p> <p>Deduction Effective Date: Enter the date payroll should begin to deduct for the coverage.</p> <p>Deduction End Date: Enter the date payroll deductions should end for the coverage.</p> <p>Deduction Comments: (Optional) This field is a free text field.</p> | |
| <p>3. Press ENTER.</p> | <p>The Maintain Deductions screen will appear with the following message:</p> <p>Specific Deduction 000000000000-AAAA-XXXXX-1 added successfully.</p> |

Add Deduction: Debt Deduction

The Debt Deduction screen is used to add, change or modify a payroll deduction for debt deduction. These deductions are required by an agency or court for repayment of debts, such as child support, tax levies, bankruptcy or garnishments. This screen is also used when setting up MISCA and MISCP to deduct a onetime amount and to set up the NXKIN and BENIF deductions for making deceased employee payments.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose MD (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Deductions screen will appear. |
| 4. Enter Add or Yes in the Debt Deduction blank at the bottom of the Maintain Deductions screen and press ENTER. | The Debt Deduction screen will appear. |

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
 PHOMDE4D PHOMDE4M Debt Deduction 10:50 AM

*Action: A (A,D,M,C)
 *Agency: 0888 SSN: 111111111 TESTER, TEST ELLEN
 Tax Id:
 *Deduction Code: _____
 Sequence Number: ____ of _____

Issuing Agency/Court: _____
 Reference Number: _____
 *Vendor Number: _____
 Additional Name: _____
 Beginning Balance: _____ Remaining Balance: _____
 Monthly Deduction Amt: _____ Paid To Date: _____
 Single Check Ind: N Levy Exempt Income: _____
 EFT (Y/N): N
 Effective Date: ____ _ End Date: ____ _
 Deduction Comments: _____

Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Note Quit

| Your Action ... | System Response ... |
|--|---------------------|
| 5. Enter the following information: *Deduction Code: A code denoting the type of debt deduction being added. Sequence Number: The system will assign a sequential sequence number for each type of deduction. Issuing Agency/Court: Enter the agency or court requiring the debt deduction. Reference Number: Enter the reference number for the debt deduction. | |

| Your Action ... | System Response ... |
|---|---|
| <p>Continue entering the following information.</p> <p>*Vendor Number: Enter the vendor number (Vxxxxxxxxx) for the deduction; it must be valid on the SAAS Vendor File and must exist in MAGIC.</p> <p>Additional Name: Field not used.</p> <p>Beginning Balance: Enter the beginning balance of the total amount due if known.</p> <p>Remaining Balance: This field will be calculated and displayed by the system.</p> <p>Monthly Deduction Amt: Enter an amount only if the order specifies a flat amount to be withheld.</p> <p>Paid to Date: This field will be calculated by the system.</p> <p>Single Check Ind: Defaults to No. Enter Y if the vendor requires a separate warrant for each person.</p> <p>Levy Exempt Income: The amount of income exempt from an IRS tax levy or MS Wage Attachment.</p> <p>EFT (Y/N) (Electronic Funds Transfer): Defaults to No. This option is only available for Treasury Direct savings bond deductions.</p> <p>Effective Date: MM DD YYYY. Enter the beginning date for the deduction.</p> <p>End Date: Enter the ending date for the deduction MM DD YYYY.</p> <p>Deduction Comments: This field is a free text field.</p> | |
| 6. Press ENTER. | The Maintain Deductions screen will appear with the debt deduction displayed. |

Add Deduction: Miscellaneous

The Miscellaneous Deduction screen is used to add, change or end a payroll deduction for miscellaneous deductions such as deferred compensation, mediflex, careflex, credit union, employee clubs, and flower funds.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |

| Your Action ... | System Response ... |
|---|---|
| 3. Choose MD (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Deductions screen will appear. |
| 4. Enter Add or Yes in the Miscellaneous Deduction blank at the bottom of the Maintain Deductions screen and press ENTER. | The Miscellaneous Deduction screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDE5D PHOMDE5M Miscellaneous Deduction 10:56 AM

*Action: A (A,D,M,C)
*Agency: 0888 SSN: 111111111 TESTER, TEST ELLEN
      Tax Id:
      *Deduction Code: _____
      Sequence Number: ____ of
      Pre-Tax: 1 of

      Monthly Deduction Amt: _____
      Account Number: _____
      Group Number: _____
      Effective Date: ____ _
      End Date: ____ _
      Suspend From Date: ____ _
      Suspend To Date: ____ _
      Additional Name: _____
      Deduction Comments: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Note Quit

```

| Your Action ... | System Response ... |
|---|---------------------|
| 5. Enter the following information: *Deduction Code: A code denoting the type of miscellaneous deduction being added. Sequence Number: The system will assign a sequential sequence number for each type of deduction. Pre-Tax: Indicates if the deduction is pre-tax and the effective dates for the deduction. Monthly Deduction Amt: The monthly amount to be deducted from the employee's pay. Account Number: The individual's account number if applicable. | |

| Your Action ... | System Response ... |
|--|---|
| Continue entering the following information: Group Number: The agency or state number if applicable. Effective Date: MM DD YYYY. The date the deduction should begin End Date: The date the deduction is to be ended. Suspend From Date: Used if the deduction will not be taken for a given period of time. Suspend To Date: Used if the deduction will not be taken during a given period of time. Additional Name: Field not used. Deduction Comments: This field is a free text field. | |
| 6. Press ENTER. | The Maintain Deductions browse screen will appear with the miscellaneous deduction displayed. |

Maintain Payroll Information Browsers

The Maintain Payroll Information Browsers were designed to assist the user in monitoring the status of employee transactions.

Browse Direct Deposits by Status

The Browse Direct Deposit by Status screen is used to determine the status of an employee's direct deposit. This screen lists the Agency Number, SSN, Name, Sequence #, Deposit Status and Status Date. By selecting "D"isplay by a record, the Direct Deposit screen with current information can be accessed.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose PI (Maintain Payroll Information Browsers) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Payroll Information Browsers Menu will appear. |

| | | | |
|----------|----------|---|------------|
| PHFNC10 | PHVG | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 01/27/2020 |
| PHIMAINU | PHIMAINM | Maintain Payroll Information Browses Menu | 10:34 AM |

| Code | Description | FastPath |
|------|-----------------------------------|----------|
| DS | Browse Direct Deposit by Status | DIRS |
| RI | Reset Initial Deduction Indicator | RIDI |
| BD | Browse Direct Deposit by SSN | |

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Quit

| Your Action ... | System Response ... |
|---|---|
| 4. Choose DS (Browse Direct Deposit by Status) from the Maintain Payroll Information Browses Menu and press ENTER. | The Browse Direct Deposit by Status screen will appear. |

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDIRB PHOMDIRM Browse Direct Deposit by Status 10:58 AM

Actions: (D)

      Agcy      Dep      Status      FMVIEW
Act Num      SSN      Name      Seq# Stat      Date      Pay Stub
-----
*** End of Data ***

Agency#: ____ Deposit Status(A/N/P/E/S): _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd                      Quit

```

| Your Action ... | System Response ... |
|---|---|
| 5. Enter the following information: *Agency: The agency code xxxx. *Deposit Status (A/N/P/E/S): Enter the status code to be viewed. | |
| 6. Press ENTER. | Information is displayed by Agency Number, SSN, Name, Seq#, Deposit Status, Status Date, and FMVIEW Pay Stub. |
| 7. To view a specific record, choose Display beside the requested record and press ENTER. | The Direct Deposit screen will appear. |

Reset Initial Deduction Indicator

The initial indicator on a deduction record is used to deduct an amount that is a multiple of the monthly amount to be deducted. This indicator applies to insurance deduction codes only. It is normally used when a new employee starts work or an employee returns to work after a leave of absence. This field may, however, be used at any time that you need to temporarily deduct a multiple of their monthly insurance deduction amount.

This indicator is not automatically reset. The indicator should not be changed on this record unless it is truly an error and needs to be changed prior to processing. To save the information that an amount other than the monthly amount was deducted, the deduction record should be expired and a new record started for the employee. In order for you to know who has this indicator set, there is a browse provided for you to use. You may access this browse and initiate a modification from the browse to expire the deduction. Once the expiration is completed, you will need to go to the employee's deduction screen to add another deduction to continue the monthly deduction.

| Your Action ... | System Response ... |
|--|---|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose PI (Maintain Payroll Information Browsers) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Payroll Information Browsers will appear. |
| 4. Choose RI (Reset Initial Deduction Indicator) from the Maintain Payroll Information Browsers Menu and press ENTER. | The Reset Initial Deduction Indicator screen will appear. |

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDE7B PHOMDE7M Reset Initial Deduction Indicator 10:58 AM

Actions: (D,M)

Act          Name          Ded      Ded      Initial      Start
          Status      Code      Ded Quant      Date
-----
*** End of Data ***

*Agency: 0888 *Quantity: 2 *SSN: _____ Curr/All: C

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Main  End          Bkwd  Fwd          Quit

```


| Your Action ... | System Response ... |
|---|---|
| 5. Enter the following information. *Agency: Enter the 4 digit agency number. *Quantity: Enter the initial deduction quantity code. *SSN: Enter the employee's social security number. Curr/All: this field is used to filter out the unrequired records. Valid values are: C - Current employees - (all employees in a position) A - All records, both current and historical. | |
| 6. Press ENTER. | Information is displayed by Name, Deduction Status, Deduction Code, Initial Deduction Quantity, and Start Date. |
| 7. Choose Display or Modify beside the information requested and press ENTER. | The Insurance Deduction screen will appear. |

Browse Direct Deposit by SSN (DFA function only)

The Browse Direct Deposit by SSN (Social Security Number) screen is used to aid in the search for direct deposit information by SSN. By selecting "**D**"isplay by a record, the Direct Deposit screen with current information can be accessed.

| Your Action ... | System Response ... |
|---|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose PI (Maintain Payroll Information Browsers) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Payroll Information Browsers will appear. |
| 4. Choose BD (Browse Direct Deposit by SSN) from the Maintain Payroll Information Browsers Menu and press ENTER. | The Browse Direct Deposit by SSN screen will appear. |

| PHFNC10 CI | | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | | 10/31/2018 | | |
|---|------|---|-----------------------|---------|------------|-------------|-----------------|
| PHOMDDSB PHOMDDSM | | Browse Direct Deposit by SSN | | | 11:24 AM | | |
| Actions: (D) | | | | | | | |
| Act | Agcy | SSN | Name | Seq Num | Dep Stat | Status Date | FMVIEW Pay Stub |
| — | 0571 | | FUQUA, DEBRA D | 1 | E | 11/21/2012 | N |
| — | 0571 | | FUQUA, DEBRA D | 2 | A | 12/17/2012 | N |
| — | 0649 | | FUQUA, DEBRA D | 1 | E | 04/18/2012 | N |
| — | 0649 | | FUQUA, DEBRA D | 2 | A | 06/23/2015 | N |
| — | 0002 | | PATTERSON, JOHN | 1 | A | 01/09/2017 | Y |
| — | 0386 | | RANDLE, JOYCE JOHNSON | 1 | E | 07/13/2007 | N |
| — | 0301 | | GASTON, DOROTHY | 1 | E | 07/13/2007 | N |
| — | 0301 | | GASTON, DOROTHY | 2 | E | 09/20/2011 | N |
| — | 0649 | | DAVIS, CORLIS A | 1 | E | 07/13/2007 | N |
| — | 0649 | | DAVIS, CORLIS A | 2 | E | 03/19/2013 | N |
| SSN: _____ | | | | | | | |
| Direct Command: _____ | | | | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | | | | | |
| Help Main End | | | Bkwd Fwd | | Quit | | |

| Your Action ... | System Response ... |
|---|---|
| 4. Enter the SSN to be viewed and press ENTER. | Information is displayed by Agency, SSN, Name, Seq Num, Deposit Status, Status Date, and FMVIEW Pay Stub. |
| 5. To view a specific record, choose Display next to the requested record and press ENTER. | The Direct Deposit screen will appear. |

Mass Change - Specific Deduction

This batch job may be submitted to expire a deduction code(s) for all employees with specific deduction code(s) within an agency. It is **NOT** to be used for deduction codes for state health and life insurance.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose ED (Mass Change-Specific Deduction) from the Maintain Payroll Information Menu and press ENTER. | The Mass Change-Specific Deduction screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHPDDC10 PHPDDC1M Mass Change - Specific Deduction 11:14 AM

Enter Agency Number :      ____

Enter Expiration Date:    __ __ ____

Enter Deduction Code(s) to Expire:

      ____ ____ ____ ____ ____
      ____ ____ ____ ____ ____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End      Note                               Prnt          Quit

```

| Your Action ... | System Response ... |
|---|--|
| 4. Enter the following information: Enter Agency Number: Enter the agency code XXXX. Enter Expiration Date: Enter the expiration date for the deduction(s). Enter Deduction Code(s) to Expire: Enter the deduction codes to be expired. | |
| 5. Press ENTER. | A Batch Job Submission window will appear. |
| 6. Press ENTER. | The Mass Change-Specific Deduction screen will be displayed with the following message: PHXXXXXX Has Been Submitted Successfully. |

Maintain Federal Taxes

The Maintain Federal Taxes screen has three separate functions. It is used to add or expire tax data related to the worker's or employee's Federal filing status per the W4 being completed. In addition to the federal income tax data, information is added, modified, or expired for FICA and MCARE.

Each of these functions is separate, and data can be entered for one without having to enter data for the others. This tax information determines how an employee or worker's pay is processed. The functions are described below:

- The FICA Transferred in amounts will only be entered if FICA Medicare and OASDI wages have been paid by another SPAHRS agency in the calendar year.
- The current rate of withholding for Medicare and OASDI is displayed under the FICA heading.
- If a new tax record is entered for any of these, without expiring the previous record, it will automatically be expired by SPAHRS.

Each of these functions will appear on this screen with supporting fields below the appropriate header.

Federal Income Tax (FIT)

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose FT (Maintain Federal Taxes) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Federal Taxes screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMTX1B PHOMTX1M Maintain Federal Taxes 11:16 AM

NAME:
Action: (A,D,M) Tax Effective Expire
Act Ssn Agcy Code Date Date Status
-----
-----

*Agency: ____ *SSN: _____ Tax Code: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Add Note Bkwd Fwd Quit

```

| Your Action ... | System Response ... |
|---|---|
| 4. Enter the following information. *Agency Number: Enter the agency four digit number. *SSN: Enter the employee or worker's SSN. Tax Code: Enter the tax code FIT . | |
| 5. Press F4 to add the record. | The Maintain Federal Income Tax screen will appear. |

| | | | |
|----------|----------|---|------------|
| PHFNC10 | PHVG | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 01/27/2020 |
| PHOMTX3D | PHOMTX3M | Maintain Federal Income Tax | 12:02 PM |

*Action: _ (A,C,D,M,P)

*Agency: _____ *SSN: _____ Effective Date: _ _ _

*Filing Status.....: _ Multiple Jobs or Spouse Works: _

| | |
|-------------------------------------|-------------------------------------|
| CLAIM DEPENDENTS | OTHER ADJUSTMENTS (optional) |
| Children Under 17 - Total \$: _____ | Other Income.....: _____ |
| Other Dependents - Total \$: _____ | Deductions.....: _____ |
| | Extra Withholding Amount....: _____ |

Expiration Date.....: _ _ _

| | |
|-----------------------------|----------------------------|
| Form W-4 Submitted.....: _ | Number of Allowances.....: |
| IRS Audit Indicator.....: _ | I9/E-Verify Status.....: |
| | Tax Exempt Indicator.....: |

Last Upd Date/Time: _____ Last Upd User: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Note Hist Quit

| Your Action ... | System Response ... |
|---|---------------------|
| <p>6. Choose Add or the desired action and enter the following information:</p> <p>*Agency: The system will populate the agency number.</p> <p>*SSN: The system will populate the Social Security Number of the employee or worker having the federal tax added.</p> <p>Effective Date: MM DD YYYY. There can be only one record per effective date.</p> <p>*Filing Status: Enter the status claimed on Form W-4 Form or S if one was not submitted.</p> <p>Multiple Jobs or Spouse Works: Valid values are Yes or No. Complete this step as indicated on the W-4. If left blank on W-4, enter N.</p> <p>CLAIM DEPENDENTS</p> <p>If the employee indicated amounts for dependents on the W-4 for dependents under 17 and/or other dependents enter the amounts on the correct line.</p> | |

| Your Action ... | System Response ... |
|--|--|
| <p>Continue entering the following information.</p> <p>OTHER ADJUSTMENTS (optional)</p> <p>If the W-4 indicates amounts should be entered for the fields below, enter the amounts from the W-4 on the proper line.</p> <p>Other Income: Additional amount to be considered when calculating FIT withholding.</p> <p>Deductions: Deduction amount employee will be able to subtract when filing income taxes to be considered when calculating FIT withholding.</p> <p>Extra Withholding Amount: Additional amount of FIT to be withhold each pay period.</p> <p>Expiration Date: Enter the expiration date of the federal taxes.</p> <p>Number of Allowances: Displays allowances claimed from a W-4 form submitted prior to 1-1-2020, no longer modifiable.</p> <p>Form W4 Submitted: Enter Yes if employee or worker has submitted a W-4 Form.</p> <p>I9/E-Verify Status: This will be completed by the system.</p> <p>IRS Audit Indicator: Enter "Yes" if the employee is currently under an IRS tax levy.</p> <p>Tax Exempt Indicator: This is completed by the system.</p> | |
| 7. Press ENTER. | <p>The tax information will have been added, and the following message will be displayed:</p> <p>Specific Taxes #####-## FIT added successfully.</p> |

Social Security Tax (FICA)

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |

| Your Action ... | System Response ... |
|--|--|
| 3. Choose FT (Maintain Federal Taxes) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Federal Taxes screen will appear. |

```

PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2020
PHOMTX1B  PHOMTX1M      Maintain Federal Taxes                    11:16 AM

NAME:
Action: (A,D,M)      Tax      Effective      Expire
Act      Ssn      Agcy      Code      Date      Date      Status
---      -

```

*Agency: _____ *SSN: _____ Tax Code: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Add Note Bkwd Fwd Quit

| Your Action ... | System Response ... |
|--|--|
| 4. Enter the following information. *Agency Number: Enter the agency four digit number. *SSN: Enter the employee or worker's SSN. Tax Code: Enter the tax code FICA . | |
| 5. Press F4 to add the record. | The Maintain Social Security Tax screen will appear. |

| | | |
|-------------------|---|------------|
| PHFNC10 PHVC | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 03/02/2020 |
| PHOMTX4D PHOMTX4M | Maintain Social Security Tax | 12:52 PM |

*Action: _ (A,C,D,M,P)

*Agency: _____ *SSN: _____ Effective Dt: __ __ __

Tax Code.....: FICA SOCIAL SECURITY-OASDI

Expiration Date.....: __ __ __

OASDI Wages Transferred: _____

Current OASDI Rate.....:

Tax Exempt Indicator....:

Last Upd Date/Time: _____ Last Upd User: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Note Hist Quit

| Your Action ... | System Response ... |
|---|---------------------|
| <p>6. Choose Add or the desired action and enter the following information:</p> <p>*Agency: The system will populate the agency number.</p> <p>*SSN: The system will populate the Social Security Number of the employee or worker having the federal tax added.</p> <p>Effective Date: MM DD YYYY. There can be only one record per effective date.</p> <p>Tax Code: FICA- SOCIAL SECURITY-OASDI will be system populated.</p> <p>Expiration Date: Enter the expiration date of the FICA data.</p> <p>OASDI Wages Transferred: Enter the amount to be recognized from another agency.</p> <p>Current OASDI Rate: This rate is completed by the system.</p> <p>Tax Exempt Indicator: This is completed by the system.</p> | |

| Your Action ... | System Response ... |
|-----------------|--|
| 7. Press ENTER. | The tax information will have been added, and the following message will be displayed: Specific Taxes #####-## FICA added successfully. |

Medicare Income Tax (MCARE)

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose FT (Maintain Federal Taxes) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Federal Taxes screen will appear. |

```

PHFNC10  PHVG          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2020
PHOMTX1B PHOMTX1M          Maintain Federal Taxes                    11:16 AM

NAME:
Action: (A,D,M)      Tax      Effective      Expire
Act      Ssn      Agcy      Code      Date      Date      Status
---      ---      ---      ---      ---      ---      ---

*Agency: _____ *SSN: _____ Tax Code: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Main  End   Add   Note      Bkwd  Fwd           Quit

```

| Your Action ... | System Response ... |
|---|--|
| 4. Enter the following information. *Agency Number: Enter the agency four digit number. *SSN: Enter the employee or worker's SSN. Tax Code: Enter the tax code MCARE . | |
| 5. Press F4 to add the record. | The Maintain Medicare Income Tax screen will appear. |

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/02/2020
PHOMTX6D PHOMTX6M Maintain Medicare Income Tax 02:27 PM

*Action: _ (C,D)

*Agency: ____ *SSN: _____ Effective Dt: _ _ _

Tax Code.....: MCARE MEDICARE

Medicare Expiration Date...: _ _ _

Medicare Wages Transferred: _____

Current Medicare Rate.....:

Last Upd Date/Time: Last Upd User:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Quit

```

| Your Action ... | System Response ... |
|---|---------------------|
| 8. Choose Add or the desired action and enter the following information: *Agency: The system will populate the agency number. *SSN: The system will populate the Social Security Number of the employee or worker having the federal tax added. Effective Date: MM DD YYYY. There can be only one record per effective date. Tax Code: MCARE - EDICARE will be system populated. Medicare Expiration Date: Enter the expiration date of the FICA data. | |

| Your Action ... | System Response ... |
|--|---|
| Continue entering the information. Medicare Wages Transferred: Enter the amount to be recognized from another agency. Current Medicare Rate: This rate is completed by the system. | |
| 9. Press ENTER. | The tax information will have been added, and the following message will be displayed: Specific Taxes #####-## MCARE added successfully. |

Maintain State Taxes

The Maintain State Tax screen is for recording state tax deduction information for an employee or worker including exemptions amounts claimed, filing status and additional withholding requested. If a new MSIT record is added, without expiring the previous record, SPAHRS will automatically expire.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose MS (Maintain State Tax) from the Maintain Payroll Information Menu and press ENTER. | The Maintain State Tax screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMTX2B PHOMTX1M Maintain State Tax 01:33 PM

NAME:
Action: (A,D,M)      Tax      Effective      Expire
Act      Ssn      Agcy      Code      Date      Date      Status
-----
-----

*Agency: ____ *SSN: _____ Tax Code: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Add Note      Bkwd Fwd      Quit

```

| Your Action ... | System Response ... |
|---|---|
| 4. Enter the following information. *Agency Number: Enter the agency four digit number. *SSN: Enter the employee or worker's SSN. Tax Code: Enter the tax code to be added. | |
| 5. Press F4 to add the record. | The Maintain Mississippi State Income Tax screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMTX2D PHOMTX2M Maintain Mississippi State Income Tax 01:30 PM

*Action: _ (A,C,D,M,P)

*Agency: ____ *SSN: _____ Effective Date: __ __ __

Tax Code.....: MSIT Mississippi State Tax

*filing Status.....: _
State Tax Form Submitted...: _
Tax Exempt Indicator.....: _
Exempt Amount Claimed.....: _____
Dependent Exemption Amt....: _____
Age/Blindness Exemption Amt: _____
Total Exemption Amt.....: _____
Additional Withholding Amt.: _____
Expiration Date.....: __ __ __

Last Upd Date/Time: Last Upd User:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Quit

```

| Your Action ... | System Response ... |
|---|---------------------|
| <p>1. Choose Add or the desired action and enter the following information:</p> <p>*Agency: The agency code XXXX.</p> <p>*SSN: The Social Security Number of the employee or worker having deductions added.</p> <p>Effective Date: MM DD YYYY. There can only be one record per effective date.</p> <p>Tax Code: MSIT – Mississippi State Tax is defaulted by the system.</p> <p>*Filing Status: Select the filing status claimed on the employee's or worker's withholding exemption certificate.</p> <p>State Tax Form Submitted: A "Y" indicates that a state tax form has been submitted.</p> <p>Tax Exempt Indicator: The system will complete this field.</p> <p>Exempt Amount Claimed: Enter the dollar amount of personal exemption based on the employee or worker's state filing status.</p> | |

| Your Action ... | System Response ... |
|--|---|
| <p>Continue entering the following information.</p> <p>Dependent Exemption Amt: Enter the dollar amount withheld when one of more dependent exemptions are claimed by the employee or worker's.</p> <p>Age/Blindness Exemption Amt: Enter the amount of tax to be withheld when the W4 indicates blind or over age 65, if listed on the employee or worker's withholding exemption certificate.</p> <p>Total Exemption Amt: Total dollar amount of all exemptions claimed. This entry is completed by the system.</p> <p>Additional Withholding Amt: Enter additional dollar amount of Mississippi State Tax to be withheld each pay period.</p> <p>Expiration Date: The date the State Taxes are being ended.</p> | |
| 2. Press ENTER. | <p>The state taxes will have been added and the system will display the following message:</p> <p>Specific Taxes S-000000000000-AAAA-MSIT-00000000 added successfully</p> |

Browse Retirement Programs

Retirement deductions are automatically created by the system and do not have to be entered. The retirement program (State, Highway Patrol, Rehired Retiree, and/or Legislative) is linked to the employee's position or worker's WIN and is entered in the Maintain Position/WIN process. The deductions are created when the Eligibility Sequence Number is entered. The employee's retirement program can be added, modified, and viewed from a Browse Retirement Programs option.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose BR (Browse Retirement Programs) from the Maintain Payroll Information Menu and press ENTER. | The Browse Retirement Programs screen will appear. |

| | | | | | | | |
|--|-----------|---|----------|---------|-----|------------|----------------|
| PHFNC10 | CI | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | | | 10/31/2018 | |
| PHOMRETB | PHOMRET1 | Browse Retirement Programs | | | | 12:09 PM | |
| Actions: (A,D,M) | | | | | | | |
| Act | Last Name | First Name | SSN | P/W Ind | PIN | Tax Code | Effective Date |
| ----- | | | | | | | |
| *** End of Data *** | | | | | | | |
| | | | | | | | |
| Agency: ____ Last Name: _____ First Name: _____ | | | | | | | |
| Direct Command: _____ | | | | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---- | | | | | | | |
| Help Main End | | | Bkwd Fwd | | | Quit | |

| Your Action ... | System Response ... |
|--|---|
| 4. Enter the following information. Agency: Enter the four-digit agency number. Last Name: Enter the last name to browse by last name. First Name: Enter the first name. | |
| 5. Press ENTER. | Information is displayed by Last Name, First Name, SSN, P/W Ind, PIN, Tax Code, and Effective Date. |
| 6. Enter an action of Add , Display , or Modify next to the desired record and press ENTER. | The Maintain Retirement Programs screen will appear. |

| | | | |
|----------|----------|---|------------|
| PHFNC10 | PHVG | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 01/27/2020 |
| PHOMTX5D | PHOMTX5M | Maintain Retirement Programs | 02:06 PM |

*Action: _ (A,C,D,M)

*Agency: ____ *SSN: _____ Effective Date: _ _ _

*Tax Code: ____

Expiration Date: _ _ _ Retirement Wages Transf: _____
 Date Ret Wages Transf...: _ _ _

Tax Percent....: %
 Maximum Pct....: %
 Matching Pct...: %
 Max Wage Limit.: %

Last Upd Date/Time: _____ Last Upd User: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Note Quit

| Your Action ... | System Response ... |
|--|---------------------|
| <p>7. Enter the following information:</p> <p>*Agency: The system will display the agency number.</p> <p>*SSN: The system will display the Social Security Number of the employee.</p> <p>Effective Date: Enter the effective date of the deduction.</p> <p>*Tax Code: Select the code for the retirement program being added.</p> <p>Expiration Date: Enter the date the deduction should end. (Leave blank if end date is not determined.)</p> <p>Retirement Wages Transferred: Enter the amount to be recognized from another agency or covered entity.</p> <p>Date Ret Wages Transferred: Enter the date the transferred wages were entered.</p> <p>Tax Percent: This will be completed by the system.</p> <p>Maximum Pct: This will be completed by the system.</p> | |

| Your Action ... | System Response ... |
|---|---|
| Continued. Matching Pct: This will be completed by the system. Max Wage Lmt: This will be completed by the system. Last Upd Date/Time: The last date and time that this record was updated. Last Upd User: The ID of the user responsible for the last update to this record. | |
| 7. Press Enter | The Maintain Retirement Programs screen will appear with the following message: Specific Taxes R-000000000000-0000-XXXXX-000000 added successfully |

NOTE: Retirement Wages Transferred is only valid for the fiscal year they were earned. At the end of the fiscal year, the retirement record must be ended and a new one added with the Retirement Wages Transferred blanked out.

Direct Deposits

Employees or workers may be given the option to have their pay deposited directly into a bank account. Pay cannot be split between multiple bank accounts or between a warrant and a bank account.

Direct deposit status is indicated as **P** (pre-note), **N** (sent to the bank), **A** (active), **S** (suspended), or **E** (expired). All added transactions must go through a pre-note process to verify the routing and account numbers are valid. If all is correct, the record will become active twelve-to-fourteen days from the date the pre-note was sent.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose DD (Direct Deposit) from the Maintain Payroll Information Menu and press ENTER. | The Direct Deposit screen will appear. |

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/06/2019
PHOMDD1D PHOMDD1M Direct Deposit 01:00 PM

*Action: _ (D,N)

*Agency: ____ *SSN: ____
          Tax Id: ____
          Sequence Number: 1_ of

          ABA Transit Number: ____ *FMVIEW Pay Stub: _
          Account Number: ____
          Account Type: _
          Depository Name: ____
Pay Period Deposit Percent: ____
Deposit Status Code: ____
Pre Note Generated Date: ____

          Begin Date: __ __ __ End Date: __ __ __
          Suspend From Date: __ __ __ Suspend To Date: __ __ __

Direct Command: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End Note Hist Quit

```

| Your Action ... | System Response ... |
|---|---------------------|
| <p>4. Choose Add or the desired action and enter the following information:</p> <p>*Agency: The agency code XXXX.</p> <p>*SSN: The employee's or worker's Social Security Number.</p> <p>OR</p> <p>Tax ID: The identification number of the contract worker.</p> <p>Sequence Number. The system will assign a sequential sequence number for each type of deduction.</p> | |
| 5. Press ENTER. | |

| Your Action ... | System Response ... |
|---|---|
| <p>6. Enter the following information:</p> <p>ABA Transit Number: Enter the 9-digit bank transit code (routing code).</p> <p>*FMVIEW Pay Stub: Enter N to send direct deposit pay stub to ACE only, OR enter Y to send direct deposit pay stub to ACE and FMVIEW.</p> <p>Account Number: The employee or worker's bank account into which the deposit is to be made.</p> <p>Account Type: Code denoting whether the account is a Checking or Savings account.</p> <p>Depository Name: Enter the name of the financial institution.</p> <p>Pay Period Deposit Percent: This field is completed by the system.</p> <p>Deposit Status Code: This is completed by the system.</p> <p>Pre Note Generated Date: This date is completed by the system.</p> <p>Begin Date: The beginning date of the direct deposit MM DD YYYY.</p> <p>End Date: The ending date of the direct deposit MM DD YYYY.</p> <p>Suspend From Date: If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format.</p> <p>Suspend To Date: If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format.</p> | |
| <p>7. Press ENTER.</p> | <p>The direct deposit information will have been added, and the following message will be displayed:</p> <p>Direct Deposit ###-## added successfully.</p> |

Mass Changes for ABA Transit Numbers (DFA Only)

This transaction is used to record a new or changed bank transit or routing number used for direct deposits. This generally occurs when a bank has merged or sold to another institution. The mass change initiates a batch job which changes the transit numbers for all employees or workers at once instead of one employee at a time. This process is performed only by the Department of Finance and Administration, which is the control agency.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose MC (Mass Changes for ABA Transit Numbers) from the Maintain Payroll Information Menu and press ENTER. | The Mass Changes for ABA Transit Numbers screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMABAP PHOMABAM Mass Changes for ABA Transit Numbers 02:16 PM

Old ABA Transit Number: _____

New ABA Transit Number: _____

New Depository Name: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

| Your Action ... | System Response ... |
|--|--|
| 4. Enter the following information: Old ABA Transit Number: Enter the current nine-digit bank transit code. New ABA Transit Number: Enter the new nine-digit bank transit code. New Depository Name: Enter the name of the bank. | |
| 5. Press ENTER. | A Batch Job Submission window will appear. The default printer and report configuration will be displayed. |

| Your Action ... | System Response ... |
|-----------------|--|
| 6. Press ENTER. | The Mass Changes for ABA Transit Numbers screen will be displayed with the following message: PHOMAB25 Has Been Submitted Successfully. |

Maintain Employee/Worker Eligibility Information

The Maintain Employee Eligibility Information screen is used to establish the eligibility sequence number (ESN) for an employee. This number indicates the type of employee, benefit entitlement, and tax participation for a specific employee. This screen can also be used to change an employee's I9/E-Verify Status.

MAGIC requires appropriate data for interface processing. Therefore, when you hire employees and workers into PINs and WINs in SPAHRS, the Eligibility Sequence Number (ESN) is required to complete the hire process. If an employee/worker *transfers* or is *hired into another PIN/WIN* in your agency, the ESN should be updated at that time or as soon as possible.

| Your Action ... | System Response ... |
|--|--|
| 1. Choose EM (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |
| 2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER. | The Maintain Payroll Information Menu will appear. |
| 3. Choose MI (Maintain Employee/Worker Eligibility Information) from the Maintain Payroll Information Menu and press ENTER. | The Maintain Employee/Worker Eligibility Information screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDM4D PHOMDMFM Maintain Employee/Worker Eligibility Info 02:17 PM
1 more >
*Action: _ (C,D,M) Press PF3 to continue
*Agency: ____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

Agency Hire Date...: Employee Status:
Agency Term Date...: From: To:
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Left Right Quit

```

| Your Action ... | System Response ... |
|-----------------|--------------------------------|
| 4. Press F11. | The second screen will appear. |

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2020
PHOMDM4D PHOMDMGM Maintain Employee/Worker Eligibility Info 02:17 PM
< 1 more
*Action: _ (C,D,M) Press PF3 to continue
*Agency: ____ *SSN: _____

P/W PIN/WIN Level of Life Exempt from *Eligibility *Service Contract
Ind Nbr Ins Coverage Retirement Type Status Nbr
---
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

Agency Hire Date...: Employee Status:
Agency Term Date...: From: To:
I9/E-Verify Status:

Last Upd Date/Time: Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Left Right Quit

```

| Your Action ... | System Response ... |
|---|---|
| 5. Enter the following information: *Agency: Enter the 4 digit agency number. *SSN: The employee's or worker's Social Security Number. *Eligibility Sequence Nbr: A code assigned to each employee identifying the type of employee, benefit entitlements, and tax participation. Transaction Date: Enter the date the person was hired into the PIN/WIN. This date will be used to automatically set up the retirement deduction, if applicable. | |
| 6. Press ENTER. | The Eligibility Information is added and displayed by Agency Number and Social Security Number (SSN). |